

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 35758BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** DIVISION CHIEF, PUBLIC GUARDIAN, MENTAL HEALTH**Exam Number** 21489C**Filing Type** Standard**Filing Start Date** 04/29/2014**Filing End Date** 05/12/2014**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 7133.27**Salary Maximum** 9356.00**Position/Program Information** Directs the planning, policies and objectives of the Office of Public Guardian in the Department of Mental Health.**Essential Job Functions**

Plans, organizes and directs a division responsible for a conservatorship program in the Office of the Public Guardian.

Resolves policy and problems as they arise.

Formulates policies and procedures as necessary for implementation of changes in laws and regulations.

Participates in development of objectives and planning for the Office of the Public Guardian.

Oversees development and implementation of new data systems programs.

Reviews and analyzes proposed legislation to determine impact on operations and make recommendations.

Represents the program in meetings with other County departments, State and Federal representatives, and other public/private agencies.

Maintains liaison with a variety of officials and agencies on matters relating to the division's activities.

Assists the Deputy Director in the preparation, review, negotiations and approval of the Operations Agreement with the Treasurer/Tax Collector on accounting and property related services.

Oversees investigations of complaints about the program from patients, the public and private agencies.

Advises top departmental management on problems involving the work of the division.

Coordinates the work of the division with other divisions and departments.

Has responsibility for the preparation of the division's annual budget.

Requirements**SELECTION REQUIREMENTS:**

OPTION I: Three years of full-time paid experience as an Assistant Division Chief, Public Guardian* in the service of Los Angeles County.

-OR-

OPTION II: Four years of full-time paid experience as a Supervising Deputy Public Conservator/Administrator* in the service of Los Angeles County.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special

*To qualify, applicants must have County status as

Requirement Information	<p>evidenced by holding or having held such payroll title.</p> <p>NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from certification until the required experience is fully met.</p>
Examination Content	<p>This examination will consist of an evaluation of experience based on application information weighted 50% and an Appraisal of Promotability (AP) weighted 50%. The Appraisal of Promotability is designed to measure management and administrative ability, knowledge and skills, problem solving, written and oral communication, personal and public relations, and work habits and productivity.</p> <p>Applicants must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p>
Vacancy Information	<p>The eligible list resulting from this examination will be used to fill a vacancy in the Department of Mental Health, Office of the Public Guardian.</p>
Eligibility Information	<p>The names of the candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of at least twelve (12) months following the date of promulgation. No person may compete for this examination more than once every 12 months.</p>
Available Shift	<p>Day</p>
Job Opportunity Information	<p>Restricted to permanent employees of the Department of Mental Health who have successfully completed their initial probationary period.</p>
Application and Filing Information	<p>ONLINE FILING ONLY</p> <p>Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application.</p>

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin which say, **Apply to Job** .

If applicable, clear and legible copies of the required documents, e.g. Diploma, Official Transcripts, License, Certificates, Supplemental Questionnaire , etc. MUST BE uploaded as attachments during application submission -OR- sent by email to blucio@dmh.lacounty.gov within 15 calendar days from date of application submission.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

Candidates must provide copies of all required documents at the time of filing or within 15 calendar days from date of application submission..

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

County of Los Angeles

**Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN
INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Gloria Lucio

**Department
Contact Phone**

213.738.2855

**Department
Contact Email**

blucio@dmh.lacounty.gov

**ADA Coordinator
Phone**

213.738.2855

**California Relay
Services Phone** (800)899-4099

Job Field Administration

Job Type All Others

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